

Coordinator, Sport Administration

Vancouver Thunderbirds Minor Hockey Association

Application Deadline: May 16, 2021

Anticipated Start Date: June 14, 2021

Hrs per week: 12

Wage: \$18 / hr

Note that this is part of the Canada Summer Grant program. To apply for this year, you do not need to be a student but you are required to be a youth between the ages of 15-30 and have a valid Social Insurance Number.

Vancouver Thunderbirds Minor Hockey Association is one of the largest minor hockey associations in British Columbia with approximately 1000 annual player registrations.

Vancouver Thunderbirds Hockey strives to create a player centered environment that provides a rewarding hockey experience for our community of players that is founded on character, teamwork, and the pursuit of excellence on and off the ice.

Reporting to the Manager, Administration, the Coordinator, Sport Administration will assist in a variety of areas in the planning for the upcoming 2021-22 season and the planning and execution of the 2021 Thunderbirds Summer Camp program.

This position is a maximum 12-week position, at 35 hours per week, that will commence June 12 and conclude September 3. Should the student's fall schedule allow for the extension on a part time basis until Thanksgiving, this may be possible.

The key responsibilities of the role include:

- Assist with the logistical planning for the 2021-22 hockey season including tasks such as:
 - Volunteer management: Support creation of volunteer roles in the online volunteer portal for camps and start of season and provide oversight to sign up process for parents
 - Summer camp planning and logistics: Support the Camp Programmer with communication, information gathering and general planning for our three-week camp program in August and provide onsite support during camps
 - Oversee the distribution of award items for the Thunderbird Awards and Years of Service programs
 - Assist with logistical planning for start of season activities (on-ice assessments/tryouts and off-ice meetings)
 - General administration support

The successful candidates shall possess the following:

- Have knowledge of ice hockey or another youth sport program.
- Comfortable with communicating with parents and providing general information.
- Excellent interpersonal, teamwork and customer service skills are required.
- Have access to a laptop, internet and able to work remotely outside of summer camp onsite coverage.
- Comfortable standing, walking, and carrying items weighing up to 50 lbs during shift
- Ability to multi-task, problem solve and communicate with other staff, parents or facility staff as required.
- Self-motivated and able to work well under minimal supervision.
- Have access to a vehicle or public transportation to travel to Hillcrest Centre and potentially other Vancouver/Richmond area arenas.

Successful candidates must complete a Criminal Record Check including a vulnerable sector search and the Hockey Canada Safety Program certification.

Resumes and cover letters may be submitted in confidence to Tanya Foley, Executive Director at hr@vancouverbirds.ca by end of day May 16, 2020.

We thank all applicants, however, only those selected for an interview will be contacted.